

CITY OF MARLBOROUGH

Marlborough, MA 01752

CITY CLERK'S OFFICE PRINCIPAL CLERK

Posting Number:	AA#21-59	Date Posted:	December 22, 2021
Weekly Hours:	35 Hours/Week	FLSA:	Non-Exempt
Hiring Rate:	\$26.8236/hr.	Bargaining Unit:	MMEA Union
Step Rate:	\$26.8236– \$30.1730/hr.	Location:	140 Main Street

The Marlborough City Clerk's office currently has an opening for the position of Principal Clerk. The purpose of this position is to provide clerical support and acts as the primary contact for the Elections Division of the City Clerk's Office, assists with the delivery of service offered to the public by the City Clerk's Office.

ESSENTIAL JOB FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs essential and complex clerical functions associated with elections and census.
- Registers voters utilizing both paper and computer-based systems.
- Maintains voter records, prepare election lists, supplies/ inventory for the precincts and test election equipment.
- Automates election related forms as needed.
- Assists in recruiting and retention of election workers.
- Assists with and oversees the preparation of the Vote by Mail and Absentee ballots.
- Assists with the registering and preparation of voter records.
- Oversees the preparation of the Annual Street Listing.
- Assists with requests for vital records, dog licensing, business licensing, payment of decriminalization tickets, marriage intentions, issuance of licenses, and resident verifications.
- Assists with the automation vital records requests.
- Receives minutes and postings and ensuring proper processing of both.
- Participates in training sessions with the City Clerk for poll workers prior to each election.
- Performs other duties as required.

Minimum Qualifications:

High School diploma or equivalent required with a minimum of 5+ years of full-time related experience or a combination of education and experience. Current Driver's License Required.

To see the full job description: [Principal Clerk](#)

Please forward cover letter and resume to:
hrjobs@marlborough-ma.gov